



WISCONSIN DEPARTMENT OF
CHILDREN AND FAMILIES

Division of Early Care and Education

ADMINISTRATOR'S MEMO

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 X NOTICE DECE 15-03

ISSUE DATE: 04/27/2015

DISPOSAL DATE: None

To: County and Tribal Child Care Program Directors

From: Judy Norman-Nunnery, Ph.D.
Division Administrator

RE: Targeted Case Review Process

PURPOSE

This memo provides notice of the new Targeted Case Review (TCR) process for Calendar Year 2015. This Administrator's Memo applies to all county agencies, the Department of Health Services (DHS) Milwaukee Enrollment Services (MILES) unit and the Milwaukee Early Care Administration (MECA). This memo does not apply to Tribes for the federal fiscal year 2015.

BACKGROUND

Wisconsin Statutes ss.49.155 (1m) and (3) require that the Department of Children and Families (DCF) contract for child care services with a county, Tribe, or other agency in each geographical region or Tribal unit to determine eligibility and administer the Wisconsin Shares child care subsidy program. Under the contracts, counties and Tribes determine eligibility for families seeking Wisconsin Shares child care subsidy and authorize child care payments for eligible children.

Effective in calendar year 2015 DCF made changes to the verification activities to prevent shares overpayments.

2015 TARGETED CASE REVIEW PROCESS

Under Wisconsin Shares policy, local agency workers are required to verify that the parent is working for a qualified employer or is engaged in other qualifying activities before authorizing child care. The DCF will conduct a quarterly TCR review to ensure that local agency workers document and establish appropriate child care authorizations. The TCR sample will include an appropriate number of cases from each county and up to 800 cases statewide. Counties may have cases pulled during any of the four (4) quarters to ensure accuracy.

For the 2015 calendar year the DCF will continue to use the existing TCR review instrument.

Annual Performance Report: Each year, the DCF will publish the TCR results for each county.

Performance Standard: The target error rate will be not more than 20% of cases reviewed with an error related to qualified expenses.

CHANGES EXPECTED FOR CALENDAR YEAR 2016

Targeted Care Review Instrument: The DCF is developing a new TCR review instrument that combines the current TCR instrument with the Federal Improper Payment (FIP) instrument in order to better identify child care case errors.

ACTION SUMMARY STATEMENT

- The DCF will review county child care case files on a quarterly basis as part of the Targeted Case Review.
- County agencies will be notified of error cases found during the review as they are identified by TCR review staff.
- The DCF and the counties will continue to work together to identify new initiatives that reduce error-prone practices and policies.

CONTACT:

David Timmerman, Bureau Director – Bureau of Operations and Planning
david.timmerman@wisconsin.gov
608-422-6139

Attachment:
Targeted Case Review Instrument